

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intent to vacate the premises located at [Your Current Address] effective [Move-Out Date].

As per our lease agreement, I am providing this notice [number of days, e.g., 30 days] in advance. My last day of occupancy will be [Last Day in the Property].

I will ensure that the apartment is clean and in good condition upon my departure. Please let me know when you would like to schedule a walk-through inspection.

Thank you for the time I spent in your property. I appreciate your understanding and support during my tenancy.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]